

# **Idaho Area 13 Al-Anon**

# **Assembly Guidelines**

**These guidelines were prepared by the Idaho Area 13 World Service Committee to assist members in planning Al-Anon assemblies; it represents the shared experience of Al-Anon members.**

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# Introduction

## **History**

Idaho Al-Anon, designated as Area 13 by the World Service Office, held its first Area elections in November 1972 and has conducted business at Area Assemblies since March of 1973. Then and now, “the Area Assembly is the business meeting where the groups send their representatives to express a voice and vote on behalf of the group” (*Al-Anon/Alateen Service Manual*). A vote of GRs at the Fall 2009 Assembly changed the manner in which assemblies are held from an AA assembly with Al-Anon participation to a separate Al-Anon assembly. Area 13 held its first Al-Anon Area Assembly in the spring of 2011. In the spring of 2015 the Area World Service Committee and Area Assembly were held together for a two year trial basis and was not successful. In 2017 the AWSC meeting started having their meetings separate from Assembly. This document has been developed in response to the needs of Al-Anon members in planning and conducting assemblies.

## **Process for Amending this document**

These guidelines have been developed through a process of discussion and vote. The Area World Service Committee (AWSC) drafted the guidelines with input from the membership and the full assembly body (GRs) voted to approve them. Changes to these guidelines will also need a vote of the assembly GRs. See the *Idaho Area 13 Al-Anon/Alateen Policy/Procedure Manual* for instructions on how to bring an idea or change forward to the assembly.

## **I. Statement of Purpose**

The purpose of these guidelines is to provide assistance and guidance to members involved in planning an Al-Anon assembly. The Al-Anon Traditions must be adhered to at all times. These guidelines are to promote unity within the fellowship by encouraging participation, avoiding double-headed management and defining service authority in keeping with the Concepts of Service.

### **How to use the Assembly Guidelines**

From the first, Al-Anon Assembly members saw a need to define roles and responsibilities so that Idaho could hold assemblies with maximum harmony and participation while minimizing confusion and frustration. These guidelines have been written from the perspective of *who needs to do what to make a successful assembly?*

If you are on a committee that is hosting an assembly, then go to Section IV, Assembly Host Committee Roles and Duties. The subheadings in Section IV.. detail things that the committee needs to do for the assembly. See Appendix 1 for a handy checklist. If something isn't listed under Section IV and you are unsure about it, check Section III to see if it is being done by someone on the Area committee.

### **Where to go for more information**

The following are additional sources of information and help:

- *Al-Anon/Alateen Service Manual*, available online at [www.al-anon.org](http://www.al-anon.org) in the members section under publications.
- *Idaho Area 13 Al-Anon/Alateen Policy/Procedure Manual*, available online at [www.al-anon-idaho.org](http://www.al-anon-idaho.org) in the Area/Members section under “Reports”
- Al-Anon guideline G20, *Al-Anon/Alateen Area Conventions*, available online at [www.al-anon.org](http://www.al-anon.org) in the members section under Group Services.
- Abundant local resources including your service sponsor, DR, current and past Area committee

members, minutes and newsletters on the Area website, and the Area Archives Coordinator who has Area records going back to Day One.

## **II. Assembly Dates and Location**

### **Assembly Dates**

There are two assemblies each year. Assemblies will be held the 3<sup>rd</sup> weekend in May and the 3<sup>rd</sup> weekend in September.

### **Assembly Location**

The AWSC has set the rotation of assemblies by district taking into account finances and district concerns. Rotation began with the Al-Anon Assembly in Spring 2011 in District 1 and cycles through each of the 7 districts before starting over in District 1 again in the following order:

- District 1 (Coeur d'Alene)
- District 4 (Twin Falls)
- District 7 (Ontario)
- District 6 (Idaho Falls)
- District 2 (Lewiston)
- District 5 (Pocatello)
- District 3 (Boise)

## **III. Area World Service Committee (AWSC) Roles and Duties**

This section contains items directly related to assemblies for which the AWSC or one of its members is responsible.

### **Area Chair**

The Area Chair performs the following assembly duties:

- Signs all contracts for assemblies including hotel contracts;
- Prepares the agenda for the business meeting with input from the AWSC.

### **Area Treasurer**

The Area Treasurer is the treasurer for all assemblies. There is no separate assembly treasurer.

### **Registration**

Registration for assemblies will be handled by the AWSC.

The early bird registration deadline is set at 2 weeks prior to each assembly with a \$5 late registration fee for registrations received after that date.

### **Registration Chair**

Beginning in 2017, the Area Treasurer will also act as the Registration Chair. The Registration Chair will

- 1) send email confirmation to registrants;
- 2) keep a record of registrations received;
- 3) bring a final list of registrants to the assembly to be used for check-in;
- 4) Create name tags.

### **Assembly Theme**

The theme for each Spring Assembly will be the same as the World Service Conference theme for that year. The theme for each Fall Assembly will be set at the Spring AWSC planning meeting. ORIGINAL INTENT REFLECTING AL-ANON SERVICE.

### **Literature Coordinator**

The Literature Coordinator will bring two FORUM subscriptions at each assembly. There will be a recovery countdown at each assembly and The Literature Coordinator will sign up the two newest members for a subscription to the FORUM for a year.

### **District Representative (DR)**

The DR will serve as the AWSC member of the Assembly host committee. If a district does not have a DR, then the AWSC will select an alternate committee member.

### **Archives Coordinator**

The Area Archives Coordinator will provide a selection of archive materials for display at each assembly.

### **Other Area Coordinators**

Other coordinators may bring items for display. Coordinators need to request the extra table space.

### **Area Donation**

In keeping with the Service Manual (see Raffles), Area doesn't hold raffles, rather there is a donation basket available for individuals, groups or districts that would like to make an additional donation to Area. This is available at Assemblies and those monies are for the Area.

## **IV. Assembly Host Committee Roles and Duties**

This section contains items related to planning/holding assemblies for which the host committee, as defined below, is responsible. If there is not a District Representative in the host district or if for any reason an assembly host committee is not formed, then the duties below will revert to the AWSC.

### **Assembly Host Committee**

The Assembly host committee is a committee made up of the host district DR and volunteer members from the host district.

### **Communicating with the AWSC**

The host district's DR keeps the AWSC apprised of assembly plans, brings voting items forward from the host committee to the AWSC and reports results back to the host committee.

### **Host Committee Budget**

The AWSC has set the following budget for the host committee to use based on cost data from 2011-2018 assemblies:

<b>Budget Item</b>	<b>Maximum Amount</b>	<b>Details</b>
Flyer	\$30	Printing costs for copies of the assembly flyer.
Speaker	\$500	Maximum that Area will pay for an out-of-town luncheon speaker at the assembly. This includes airfare/transportation, hotel, and meals.
Speaker gift	\$25	Thank-you gift for the speaker. See the Speaker section on page 8.
Decorations	\$25	For table decorations if the host committee wants to decorate.
Luncheon	\$25	See the Luncheon section on page 8.
Door prizes	0	There is no budget for door prizes.
Hospitality	0	There is no budget for a separate hospitality room.

The host committee should check with the AWSC before spending on anything that is not listed in this budget. The host committee is responsible for additional costs that exceed the budgeted amount. See Appendix 4 for an assembly budget history.

Reimbursements are handled through the Area Treasurer. Submit requests for reimbursement for authorized expenses on an expense form, available on the Area website. Submit receipts with each request and indicate for which assembly the expense was incurred.

**Do the host committee volunteers need to register for the assembly?** Yes. If a member is attending solely in his or her capacity as a volunteer on the host committee, then he or she needs to fill out a registration form but does not need to pay the registration fee. Volunteers do need to purchase lunch if desired.

**Do members need to pay a registration fee if they are only attending the luncheon and speaker?** No. Members who want to attend only the luncheon/speaker and not participate in the rest of the assembly may purchase just the luncheon. They still need to send in a registration form in advance so the Area Chair has a headcount for the luncheon.

**Location/Venue**

The host committee will seek out locations to hold the assembly. The host committee will submit up to three choices of facilities to the AWSC at least one year in advance of the assembly.

**Assembly Venue Requirements**

1. Available dates for 3<sup>rd</sup> weekend in May and 3<sup>rd</sup> weekend in Sept.
2. Friday: meeting room for spiritual meeting (possible 50-60) (registration table also, only agendas will be available, packets will be available Saturday morning)
3. Room for 60 people and charge for room (7 am to 7 pm) In the room: round banquet tables with half-moon seating or classroom style.
  - 1-2 wireless microphones that could be placed on a stand
  - 1 standing microphone and podium in the front of the room
  - 1 LCD projector

Flip Charts

1 screen Internet access

2 tables in front on each side of podium

2 -5 tables in back for displays – literature, archives, love gifts, etc.

1 table set up outside or inside room for registration Coffee, water, and tea in meeting room

4. Lunch: for 60 (separate room or same room; either way is ok. Be sure to check charges for a separate room)

Microphone and podium for speaker Lunch menu

Ask if there are minimum lunch or room sales to get a discounted meeting room

5. Also check for things like parking, how easy to find, location etc. Is there a continental breakfast? Is outside food allowed in the facility?
6. Minimum or maximum rooms blocked?
7. Necessary Deposit to hold facility and by when?
8. Meeting space for the DRs meeting Sat. morning 6-10 people for 45 minutes.

### **Luncheon**

The host committee will select a luncheon item not to exceed a total cost to Area of \$25 per meal including hotel service tax, sales tax, and gratuity.

Anyone involved in selecting a meal needs to check the facility's policy on price quotes for meals. Some facilities' meal prices are subject to change even after a contract has been signed.

### **Speaker**

The host committee chooses a speaker for the assembly luncheon. Up to \$500 is available to pay for an out-of-town speaker, the Area will not reimburse over the \$500 amount; see the Host Committee budget section above. An AWSC member or a member from the local district may serve as the speaker. The speaker does not pay for registration or for the luncheon. Selection of Area Committee or other local member is encouraged.

The host committee will do the following:

- Invite the speaker (\$500 max);
- Host the speaker including picking up from the airport if necessary;
- Provide a thank-you gift (\$25 max);
- Send a thank-you card;
- Communicate with the treasurer about travel expenses/reimbursement for speakers.

### **Program**

The agenda for the business meeting is set by the Area Chair. The host committee may decide to offer additional spiritual meetings on the Friday evening before the assembly, or early/late on the day of the assembly. The assembly business meeting typically runs from 8:00am to 4:30pm, sometimes followed by an AWSC meeting. No other meetings are to be scheduled at the same time as the assembly business meeting.

### **Flyer**

The host committee will prepare an assembly flyer for proofreading by the AWSC. The Spring Assembly flyer should be provided at the previous Fall AWSC planning meeting. The Fall Assembly flyer should be provided at the previous Spring AWSC planning meeting. Send the final flyer in PDF form to the web coordinator,

See Appendix 2 for a list of information that needs to be included on all flyers.

### **Conference-approved Literature (CAL) sales**

The host committee will make arrangements to sell CAL at assemblies. Copies of the “Al-Anon/Alateen Service Manual” should be offered for sale along with other literature of the host committee’s choosing.

Literature may be obtained from the AAISC in Boise (208)344-1661, or a district’s own supply.

If using the Boise AAISC, check their guide to off-premise sales of literature, available online at [www.al-anon-idaho.org](http://www.al-anon-idaho.org) in the Literature section (then click on Literature Center to get to the guide).

### **Hospitality**

There is not a budget for a separate hospitality room. Hospitality is at the discretion of the host committee subject to facility limitations (some facilities do not allow outside food to be brought in).

### **Greeters**

The host committee will find volunteers to serve as greeters at the facility on Friday night prior to the assembly and Saturday during the assembly.

### **Registration Table**

The host committee will find volunteers to staff the registration table during the assembly. These volunteers will check in each registrant using the registration list provided by the Registration Chair, hand out name tags. Please work with the Area Treasurer to let them know who will be hosting the registration table.

### **Archives**

The host committee will communicate with the Archives Coordinator regarding number of tables available at the assembly so the Archives Coordinator can plan which archives to display. Three tables are preferred.

### **Decorations**

Decorations are at the discretion of the host committee of which \$25 will be reimbursed by the area.

### **Facilities Liaison**

The host committee will select a volunteer (not a DR, GR, or Area Officer) to act as a facilities liaison during the day of the assembly. This person will handle communication between the assembly members and the facility on issues such as room temperature complaints, microphone not working, or someone’s car lights left on. Please work with Area Chair so that it can be announced at the beginning of the assembly.

### **Badges**

Registration Chair (Treasurer) creates badges (Large font for names).



## Appendix 1 – Suggested checklist/timeline for the host committee

### Assembly Planning Checklist for the Host Committee

#### Things to do... ONE YEAR PRIOR to the assembly you are hosting

	<b>Location/venue</b> – seek out up to 3 potential sites for the assembly which meet the minimum venue requirements listed in the guidelines. The DR will submit the choices to the AWSC.
	<b>Luncheon speaker</b> There is a maximum \$500 budget for speaker expenses (see page 6). Invite the speaker. Local speakers don't need to make travel arrangements and don't need this much lead time.
	<b>Draft flyer</b> – once the location has been selected and the contract signed by the Area Chair, then begin drafting the flyer to submit to the AWSC as follows: for a Spring Assembly, draft is due by the previous Fall AWSC planning meeting; for a Fall Assembly, draft is due by the previous Spring AWSC planning meeting. See Appendix 2.

#### BY THE ASSEMBLY PRIOR to the assembly you are hosting (due by May for the Fall Assembly and due by September for the next Spring Assembly)

	<b>Final flyer</b> – send a copy of the final flyer to the Area Chair for review, then to the website coordinator (PDF) for posting and take copies (~50) to the prior assembly to
	<b>Luncheon meal</b> – select a luncheon item (not to exceed \$25 each including hotel service tax, sales tax, and gratuity); or if using a facility other than a hotel, select a caterer.
	<b>Program</b> – plan the welcome/spiritual meeting on Friday evening
	<b>Hospitality</b> – decide whether to have a hospitality room, subject to facility guidelines. There is no Area budget for a hospitality room or food/snacks.

#### ONE-TWO MONTHS PRIOR to the assembly

	<b>Literature (CAL) sales</b> – make arrangements to sell service manuals and a selection of literature.
	<b>Volunteers</b> – assemble a team of people to help with the assembly including greeters, people to staff the registration and literature tables.
	<b>Decorations</b> –. If desired, up to \$25 budget.

#### ONE-TWO DAYS PRIOR to the assembly

	<b>Luncheon speaker</b> – purchase a thank-you gift (\$25 max); host the speaker including pick-up from airport if necessary. Area will not reimburse a thank you gift above the \$25.00 amount allocated.
	<b>Facility</b> – participate in the final walk-through of the facility.
	<b>Signage</b> – Check hotel signs for use of the Al-Anon

#### DAY OF the assembly

	<b>Greeters</b> – provide greeters for Friday evening/Saturday.
	<b>Registration</b> – staff the registration table on Friday evening/Saturday.
	<b>Literature sales</b> – staff the table and sell literature during the assembly.
	<b>Expenses</b> – submit expense form with receipts to the Area Treasurer.
	<b>Equipment</b> – test and set up equipment

	<b>Speaker</b> –Present the gift and thank-you card to the speaker. Communicate with the Area Treasurer to make sure the speaker's expenses were all settled.
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## Appendix 2 – Flyer Information

### **FLYER FORM – Information to include on all flyers**

**DATE OF EVENT:** 3<sup>rd</sup> weekend in May or 3<sup>rd</sup> weekend in Sept. Include year.

**LOCATION OF ASSEMBLY:** District, City, & Venue including address. List hotel with discounted assembly rate including local phone number and deadline to get the rate. Include written directions of location.

**THEME:** Spring Assembly Theme is the same as World Service Conference – Fall Assembly is selected at the previous Fall AWSC planning meeting.

**NOTE FOR HOTEL RESERVATIONS:** When registering at the hotel, if Assembly is being held there, include “Tell them you are with Idaho Area AFG Spring/Fall Assembly” to get the room rate.

**MENU IF KNOWN.** For dietary restrictions contact hotel directly.

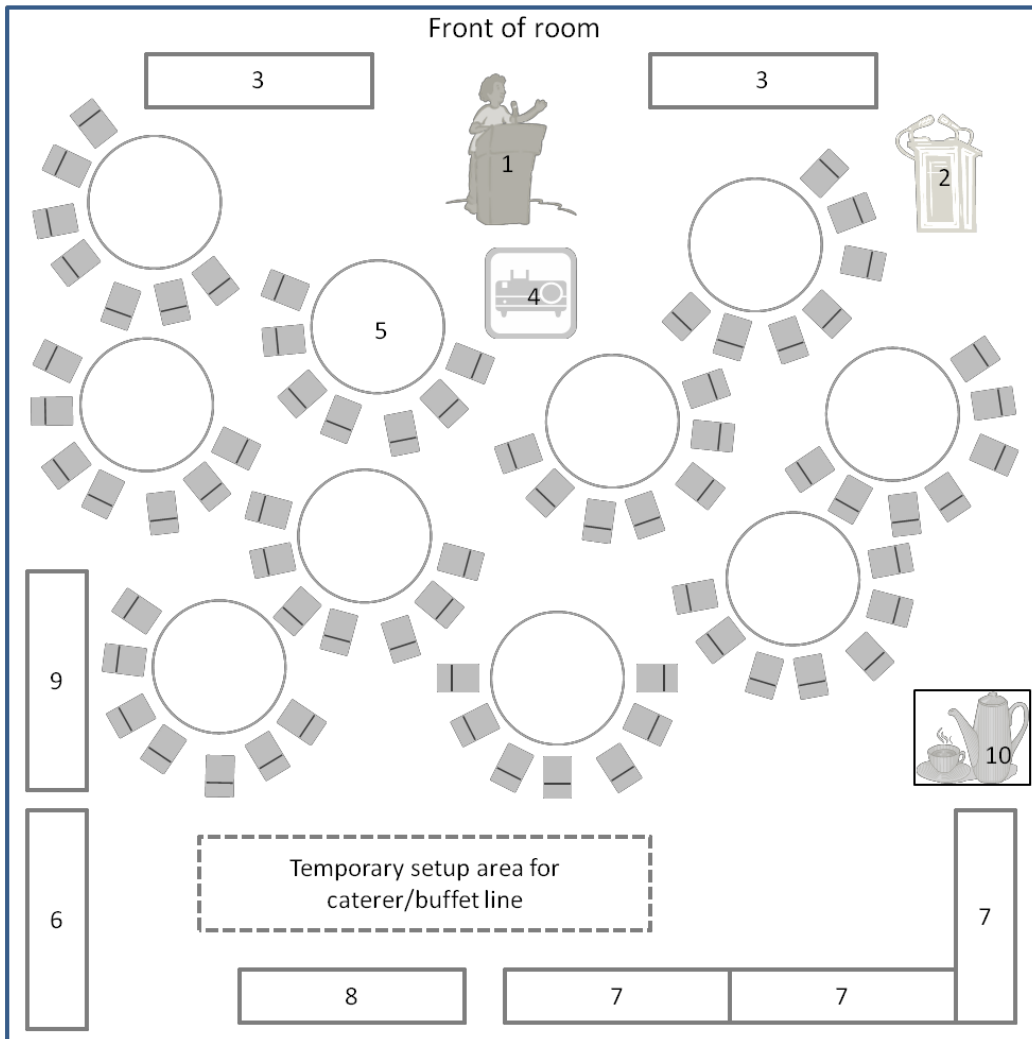
**CONTACT FOR FURTHER INFORMATION:** Include name and phone number or email address of the current Area Chairperson as well as Registrar info (see #5 below).

#### **REGISTRATION PORTION TO SEND TO REGISTRAR**

- 1) **REGISTRANT INFORMATION:** include a space for Name, Address, Service Position or Member, District, Email address
- 2) **ADDRESS TO SEND FORM TO**
- 3) **CHECK TO BE MADE PAYABLE TO**
- 4) **DATE TO BE RECEIVED BY**
- 5) **CONTACT INFORMATION FOR REGISTRAR (TELEPHONE OR EMAIL)**
- 6) **REGISTRATION FEE**
- 7) **LUNCHEON FEE**
- 8) **ADDITIONAL FEE FOR LATE REGISTRATION**

**On-Line Registration (for hotel), if available**

## Appendix 3 – Sample room layout



### Sample room layout for business meeting – 60 people

- 1 Podium with microphone for the Area Chair
- 2 1-2 wireless microphones for members to use during discussions
- 3 2 tables for Area officers (chair, secretary, treasurer, delegate, alt delegate, ) or other presenters to use
- 4 LCD projector with screen – Confirm compatibility with laptops
- 5 Round banquet tables or classroom style seating
- 6 Registration table outside of the meeting room
- 7 3 tables for Archives. Coordinate with the Archives coordinator
- 8 Table for literature sales inside of meeting room
- 9 Extra table if there is room for the delegate's love gifts, flyers and handouts, and donation collection box
- 10 Table for Coffee, tea and water service
- 11 Check with Area Chair for a possibility of other table